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## MEMORANDUM

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**TO:** All ISDA Employees

**FROM:** Pat Takasugi, Director

**DATE:** January 7, 2003

**SUBJECT:** Idaho Alcohol and Drug-Free Workplace Policy

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Attached is Executive Order No. 2002-01 that establishes *The Idaho Alcohol and Drug-Free Workplace Policy*. All Idaho State Department of Agriculture employees will be required to abide by this Executive Order, which supercedes the ISDA **Drug-Free Workplace Policy** adopted on February 5, 1999. This Executive Order may also be viewed at: [http://www2.state.id.us/gov/mediacenter/execorders/eo02/eo\\_2002\\_01.htm](http://www2.state.id.us/gov/mediacenter/execorders/eo02/eo_2002_01.htm).

Employees and dependents **enrolled** in the State's medical plans are eligible for the Integrated Behavioral Health Program benefits described at [www.bpahealth.com](http://www.bpahealth.com). This service offers up to 200 hours of substance abuse services per plan year and emphasizes a wide range of treatment choices as described at [http://www.bpahealth.com/e\\_main2.html](http://www.bpahealth.com/e_main2.html).

Benefit-eligible employees and their dependents **not enrolled** in one of the State's medical plans are eligible for up to five (5) Employee Assistance Program visits per plan year. For more information on Employee Assistance Program visit [http://www.bpahealth.com/e\\_main1.html](http://www.bpahealth.com/e_main1.html).

After you have read and understood this policy, please sign the attached ISDA Policy Acknowledgement Form and return it to the Human Resource office to be maintained in your personnel file.

**Attachments:**

Executive Order No. 2002-01

ISDA Policy Acknowledgement Form

# THE OFFICE OF THE GOVERNOR

EXECUTIVE DEPARTMENT  
STATE OF IDAHO  
BOISE

## EXECUTIVE ORDER NO. 2002-01

### ESTABLISHMENT OF THE IDAHO ALCOHOL AND DRUG-FREE WORKPLACE POLICY

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*WHEREAS, the State of Idaho has a vital interest in maintaining a safe, healthy, and efficient working environment for its employees, clients and the public; and*

*WHEREAS, employees impaired by alcohol or other drugs during work hours pose safety and health risks not only to themselves but to others; and*

*WHEREAS, employees who use illegal drugs, whether on or off duty, are generally less productive, less reliable and prone to greater absenteeism than employees who do not use drugs; and*

*WHEREAS, the use of illegal drugs by state employees is inconsistent with the law-abiding behavior expected of all citizens, and with the special trust placed in such employees as servants of the public; and*

*WHEREAS, the use of alcohol or drugs by state employees in certain positions of sensitivity poses a special risk to public safety and the effective enforcement of the law; and*

*WHEREAS, the use of alcohol or drugs becomes a matter of concern to the State of Idaho when it interferes with job performance, conduct, attendance, or safety of state employees; and*

*WHEREAS, the State of Idaho, as an employer, has a responsibility to taxpayers to ensure that state functions are performed efficiently and without undue risk to the people of the state; and*

*WHEREAS, the State of Idaho, as an employer, is also concerned with the well-being of its employees and should encourage the identification and rehabilitation of employees with alcohol or drug problems;*

*NOW, THEREFORE, I, DIRK KEMPTHORNE, Governor of the State of Idaho, by virtue of the power and authority vested in me by the Constitution and statutes of the State of Idaho, do hereby order the following Idaho Alcohol and Drug-Free Workplace Policy to become effective immediately for all employees of the State of Idaho:*

- 1. The consumption of alcohol on the job is prohibited. Employees may not work if their performance is impaired by the use of alcohol;*
- 2. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited, and if occurring on state property or during an employee's hours of work, demands immediate corrective action;*

3. *Each state agency shall provide employees with information on Idaho's Alcohol and Drug-Free Workplace Policy, as well as information on the state's Employee Assistance Plan;*
4. *Violations of the Idaho Alcohol and Drug-Free Workplace Policy will be cause for management/supervisor intervention and may result in referral to treatment, including participation in the Employee Assistance Program. It shall be the policy of the State of Idaho to direct its efforts toward rehabilitation whenever reasonable;*
5. *Any intervention steps taken upon a violation of the Idaho Alcohol and Drug-Free Workplace Policy must be consistent with all due process requirements and other constitutional rights of state employees;*
6. *The privacy rights of employees are important. Any intervention steps taken upon a violation of the Idaho Alcohol and Drug-Free Workplace Policy, including a referral for treatment, counseling or rehabilitation programs, shall include procedures to protect the confidentiality of treatment records as well as the employee's identity;*
7. *The director of each agency shall report quarterly, the first of January, April, July, and October, to the Division of Human Resources any violations of the Idaho Alcohol and Drug-Free Workplace Policy and the corrective actions taken. "Quarterly" means the report shall be filed the first day of January, April, July, and October. The report shall, to the extent practicable, protect the confidentiality of the employee involved, but shall describe the nature of the employee's position;*
8. *The Division of Human Resources shall annually compile information regarding violations of this policy and the corrective actions taken, and report this information by June 30 to the Governor. Any information so reported shall be reported in a manner to avoid revealing the identity of the employees involved. The Division of Human Resources, when it compiles this data, shall do so by type of position so as to determine whether there is an alcohol or drug problem in any "safety-sensitive" positions;*
9. *Whenever there is an alcohol or drug problem in a "safety-sensitive" position, it is critical that the problem be addressed aggressively. For the purpose of this policy, a "safety-sensitive" position is one in which:*
  - A. *The duties involve a greater-than-normal level of trust for, responsibility for, or impact on the health and safety of the employee or others; and*
  - B. *Errors in judgment, inattentiveness or diminished coordination, dexterity, or composure while performing the duties could clearly result in mistakes that would endanger the health and safety of the employee or others; and*
  - C. *Employees in these positions work with such independence that it cannot be safely assumed that mistakes such as those described in subsection (b) could be prevented by a supervisor or another employee;*
10. *In the event the Division of Human Resources finds an alcohol or drug problem in any agency or classification, it shall report that to the Governor, and the agency, working in conjunction with the Division of Human Resources and the Governor*

*shall develop a program to respond to the problem. This program may include alcohol or drug testing for employees in safety-sensitive classifications where such a problem has been documented;*

- 11. All state agencies responsible to the Governor are directed, and all other public entities are requested, to assist the Division of Human Resources in discharging its responsibilities under this order;*
- 12. Nothing in this order shall be deemed to abrogate any existing policy or directive relating to alcohol or drug use by state employees or to affect any existing or future state employee disciplinary proceeding; and*
- 13. Where federal laws or regulations require the state to implement more stringent regulations than those contained in this policy, those federal regulations and procedures supersede and/or augment this policy.*

*This Executive Order shall cease to be effective four years after its entry into force.*



*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this seventh day of November in the year of our Lord two thousand and two, and of the Independence of the United States of America the two hundred twenty-fifth and of the Statehood of Idaho the one hundred eleventh.*

A handwritten signature in black ink, reading "Dirk Kempthorne".

DIRK KEMPTHORNE  
GOVERNOR

A handwritten signature in black ink, reading "Pete T. Cenarrusa".

PETE T. CENARRUSA  
SECRETARY OF STATE

# **Alcohol and Drug-Free Workplace Policy Acknowledgement Form**

**I have received, read, and had the opportunity to address any question regarding the Alcohol and Drug-Free Workplace Policy. I understand this January 7, 2003 policy supercedes the February 5, 1999 Drug-Free Work Place Policy and will remain in effect until superceded by a subsequent policy.**

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Name (please print)

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Signature

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Date

It is the intention of the Idaho State Department of Agriculture to make policies available on the ISDA Internet Home Page ( <http://www.agri.state.id.us> ).

**Note: This acknowledgment is to be signed by the employee and returned to the ISDA personnel office for placement in the employee's personnel file.**